

**REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES FOR THE
SEMINOLE NATION OF OKLAHOMA**



SUBJECT: Tribal Management Grant Program

**Mailing Address:
P.O. BOX 1498
WEWOKA, OK 74884**

A. INTRODUCTION

The Seminole Nation of Oklahoma (SNO) is a federally recognized Indian Tribe with 19,972 enrolled citizens and is governed by an *Executive authority* consisting of Principal Chief and an Assistant Chief. The *Legislative body* consists of the *General Council* which is comprised of two (2) representatives elected from each of the fourteen (14) Seminole Bands. The *Judicial power* of the Nation is vested in one Supreme Court and such District Courts and other subordinate courts as may be established pursuant to law enacted by the General Council. The Tribe's headquarters is located in Wewoka, the county seat of Seminole County, Oklahoma, and is approximately 60 miles Southeast of Oklahoma City.

Tribal citizens face a daily struggle with health issues arising from the high prevalence of risk factors common to many tribal communities – obesity, alcohol and substance abuse, and excessive tobacco use. Likewise, these factors lead to the occurrence of deaths occurring at an early age due to illnesses, such as diabetes, cardiovascular disease, cancer and stroke. The primary health care provider for tribal citizens is the IHS-Wewoka Health Center. The facility is a rural Joint Commission accredited ambulatory clinic which provides medical, dental, pharmacy and community health care services. In addition, the Tribe currently operates two (2) P.L. 93-638 Title I contracts through the Indian Health Service. These are the Community Health Representative (CHR) Program and an Alcohol and Substance Abuse (ASAP) Program.

The leadership of the SNO has resolved to accept a more active role in the provision of healthcare services to its citizens and is moving to exert its authorities granted under P.L. 93-638 by accepting greater control in the operation of the IHS managed programs and services. The SNO recognizes that we first must build the capacity and capability to effectively and efficiently administer a health care system. The initial steps in this building process involve the development of functional organizational support structures which will be essential to the successful operation an ambulatory healthcare program.

B. PROJECT DESCRIPTION

The project involves the development and improvement of the SNO's health management capabilities and administrative support systems to successfully assume operation of all or part of the existing IHS programs, functions, services, and activities. The anticipated outcome of the project will be the redesign of the Tribe's organizational structure for the purpose of integrating the procedures, processes and people of viable health department to enhance the realization of the vision for an improved health services system for all Tribal citizens. The period of this engagement will begin with the notification of selection and end no later than March 31, 2016. The products and deliverables will be due at various times throughout the project period. These dates will be agreed upon as a part of the engagement. Specific goals of the project are as follows:

1. Establish clear priorities and align organizational roles, responsibilities and authorities accordingly.
2. Improve communication linkages and related mechanisms necessary to coordinate and share information enabling leadership to provide meaningful guidance and direction.

3. Optimize organizational accountability for performance and compliance issues relative to statutory constraints and funding agency regulations, and in monitoring adherence to uniform administrative standards, fiscal and accounting policies and procedures, and reporting requirements related to grant and contract application, management and execution.
4. Enhance the development of the Tribe's organizational culture to realize the benefits of growth and advancement.

C. SCOPE OF WORK

Products and Deliverables:

The following are the product/deliverables that will be required from the Contractor selected:

1. Complete a thorough assessment of the organizational climate and compile a narrative description identifying and quantifying the present levels of performance for the core processes, key activities, work load, roles, responsibilities, decision-making authority and other qualitative data on management practices, internal issues and suggestions for improvement.
 2. Based on an analysis of the assessment findings, develop and recommend various organizational design models or approaches, including the advantages and disadvantages of each, and which incorporate a Department of Health and a Grants and Contracts Management Office.
 3. Develop a policies and procedures manual for the newly established Grants and Contracts Management Office.
- Note: Indian Preference Requirements: The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25U.S.C. 450e (b)). Section 7(b) requires that to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452). If claiming Indian Preference in contracting under this proposal, please indicate whether or not the firm can provide documentation that will qualify the firm as an "Economic Enterprise," (Native American ownership constituting not less than 51 percent of the enterprise), or a "Tribal Organization," (the recognized governing body of any Native American Tribe).

D. SUBMITTAL DEADLINE

The Proposal and requested forms must be submitted by 12:00 PM (CST), July 31, 2015. Please provide three (3) complete sets of your Request for Proposal and one (1) digital copy. They should be addressed as follows:

**Tammy Norris, Procurement Officer
Seminole Nation of Oklahoma
ATTN: RFP TMG Consultant
P.O. Box 1498
Wewoka, Oklahoma 74884**

Email: norris.t@sno-nsn.gov

Physical Address: Seminole Nation of Oklahoma, 36645 Hwy 270, Wewoka, OK 74884

All questions should be in writing and emailed to the Seminole Nation Procurement Office at procurement@sno-nsn.gov

E. PROPOSAL CONTENTS & EVALUATION CRITERIA

The proposals will be evaluated on the basis of the following criteria and point ranges:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed (0-25 Points)
 - a. Comprehensiveness of the work plan for the project (0-10 Points)
 - b. Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed as related to the work product required and the deadlines and milestones involved. (0-15 Points)
2. Qualifications and experience of Contractor (0-40 Points)
 - a. Size, structure, and longevity of Contractor and ability to maintain continuity of project (0-5 Points)
 - b. Experience of Contractor in performing the work required for this project (0-15 Points)
 - c. Experience of Contractor with Federal Regulations as they apply to Tribal governments and/or organizations (0-10 Points)
 - d. Experience of Contractor in working with both IHS and Tribal Health Program staff (0-10 Points)
3. Cost Factor – Cost of Proposal (0-35 Points)

Total Points Possible: (100)

4. Indian Preference – The Tribe will award an additional (10) points to qualified Native American owned firms, or (1-10) points to the extent proposing firms provide employment and training opportunities to Native Americans in the conduct of work under this proposal. Applicant must provide appropriate documentation.

Maximum Total Points w/ Indian Preference: (110)

Small and Minority Owned Contractors

Small Contractors and Contractors owned by small and minority firms, and/or women's enterprises shall have the maximum practicable opportunity to participate in contracts awarded. Applicant must provide appropriate documentation.

F. OTHER SUBMITTALS

1. Certifications

- A. Submit a certified statement for non-debarment, suspension, or prohibition from professional practice by any Federal, State, or Local Agency. The statement shall read: "This is to certify that _____ involved with this work, is not debarred, suspended, or otherwise prohibited from contracting by any Federal, State, or Local Agency."
 - B. If qualifying for preference in contracting as a Native American owned enterprise or tribal organization, please submit qualifications and documents substantiating 51% ownership.
 - C. Submit a written commitment, as follows, that this work will be top priority with the firm and will be completed in an efficient and prompt manner: "This is to certify that, if selected as _____, will make the work to be performed under this Agreement top priority and will complete the work in an efficient and prompt manner."
- 2. Proposed Fee Schedule/Cost Proposal:** Include a detailed itemized cost statement showing various classes of staff hours at appropriate rates delineated by work product and/or work plan and schedule.
- 3. Please provide three (3) professional references:** Include Name of Organization, Name of Primary Contact, Title of Primary Contact, Phone Number(s) and Email Address. References must be related to the professional scope of work contained within this RFP.
- 4. Provide Resumes:** Include resumes of all consultants that will be provide services to the SNO under this RFP.

G. SELECTION PROCESS

The Tribe, at its sole discretion, shall determine whether a particular Contractor has the qualifications to conduct the desired service for the Tribe.

- 1. Proposals will first be examined to eliminate those that are non-responsive to stated requirements.
- 2. Award shall be made to the most responsible Contractor whose proposal is determined to be the most advantageous to the Tribe taking into consideration the terms and conditions set forth in this RFP.
- 3. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
- 4. The Tribe reserves the right to accept or reject, in part or in whole, any or all proposals submitted without cause for liability.

5. The Tribe reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Contractor's price contained in the cost proposal.
6. The Tribe reserves the right to negotiate further with the successful Contractor. The content of the RFP and the successful Contractor's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. By submission of proposals pursuant to this RFP, Contractor acknowledges that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
8. The use of interviews by tele-conference to further evaluate the proposals shall be at the discretion of the Tribe. If utilized, all applicants invited to participate in the oral interviews will be ranked after the interview process.

H. CONTRACT REQUIREMENTS

The respondent selected under this RFP must be fully qualified to perform the services described above. The selected Contractor must also comply with the SNO requirements:

1. **CONTRACT:** The Contractor shall execute an Agreement with the SNO.
2. **SCHEDULE OF PROJECT(S):** The Contractor shall provide the required services and shall complete the assigned project activities in the agreed to time frame.
3. **INSURANCE:** The Contractor shall maintain in full force and effect during the entire Contract term the Insurance requirements and shall be able to provide a Certificate of Insurance within ten (10) days after notification of award.
4. **CERTIFICATIONS:** The Contractor upon selection shall sign the Seminole Nation of Oklahoma Representations, Certifications, and Other Statements of Offerors; which may include but is not limited to, Independent Price Determination, Contingent Fee Representation and Agreement, Disclosure Regarding Payments to Influence Certain Federal Transactions, Conflict of Interest, and others of the like.
5. **INDIAN PREFERENCE:** To the maximum extent possible, in accordance with Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450e(b)), the selected Contractor agrees to actively provide, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of any subcontracts under this contract to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452)
6. **INCORPORATED:** All requirements of the Request for Proposals and the representations made in the proposal that are not in conflict with provisions of the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.
7. **RETENTION OF RECORDS:** All proposals and related materials become the property of the Seminole Nation of Oklahoma and may be returned only at its option.

8. GOVERNING LAW: All applicants are advised that the laws of the Seminole Nation of Oklahoma will apply and govern all contracts and engagements.
9. OTHER: All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the Contractor and/or consultant(s) making the proposal.